



CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

# NEWSLETTER

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# NEWSLETTER

## Upcoming CEP 10/11 Deadline for Primary Participants

Statewide office and General Assembly candidates in a primary are reminded that their Affidavit of Intent to Abide by Expenditure Limits and Other Program Requirements (SEEC Form CEP 10) or, in the case of those opting not to participate, their Affidavit of Intent Not to Abide by Expenditure Limits (SEEC Form CEP 11), is due by 4:00 pm on **July 20, 2018**.

Candidates not in a primary have until 4:00 pm on September 27, 2018 to submit their CEP 10/11.

**All** statewide office and General Assembly candidates are required to submit one of these affidavits, with the exception of candidates who have filed a 1B exemption from forming a candidate committee.



## Online Contribution Interface Reviews for CEP Campaigns

If you have recently registered a candidate committee for the 2018 election cycle and plan to collect contributions online and apply for a Citizens' Election Program ("CEP") grant, please contact the Candidate Services Unit (at 860-256-2985 or [public.finance@ct.gov](mailto:public.finance@ct.gov)) to have your interface and backup documentation reviewed **before** you start raising any money through that mechanism.

If you have already been raising online contributions and have not had your site reviewed, please contact the Candidate Services Unit immediately to have your online interface and backup documentation reviewed. If you plan on applying for a CEP grant, and your online mechanism has not been reviewed and is not compliant, this will cause substantial delays in your application review, and, in some cases, may render you ineligible for a grant if you do not have enough time to fix the problems.

## Online Contributions and Address Verification System ("AVS") for CEP Campaigns

If your committee is raising online contributions, and your vendor processes contributions where the AVS indicates a mismatch between the address entered on the interface by the contributor, and the contributor's billing address on file with the credit card company, you may need to contact such contributors via email to obtain further information regarding the discrepancy. If you are raising online contributions, and have not discussed the AVS procedure with our staff, please contact the Candidate Services Unit.





# NEWSLETTER

## CEP Grant Amounts

More committees are applying for and receiving grants earlier than ever before. As a result, many are experiencing for the first time a part of the Program that has long been in place: The Commission awards a partial initial grant until it is certain whether a campaign is entitled to a full initial primary or general election grant, and whether the general election grant should be an unopposed, partial, or full grant. These grant adjustments have been made since 2008, pursuant to Public Act 08-2.

Candidates for whom we have documentation establishing that there is a primary receive the primary grant amount. Candidates for whom it is not certain whether there will be a primary receive the lesser applicable partial initial grant amount ("LAPIG"), which is the unopposed general election amount. Once the Secretary of the State has finalized the ballots for candidates in multiple town districts and Commission staff has had the opportunity to contact all of the town clerks in the case of candidates in single town districts, the Commission will be able to release the remainder of the full grant amount, if appropriate. In past cycles, this has occurred during the first half of July. For those candidates who are unopposed in the general election at the time they are approved for a grant, the Commission will be ready to adjust your grant amount if you later gain a minor party or petitioning party opponent.

Please be assured that the Commission is prepared, as in all previous election cycles, to release additional funds to your campaign should the ballot indicate that is appropriate.

## Ready to Apply for a CEP Grant?

### Please Make an Appointment with Your Elections Officer.

If you are ready to apply for a grant from the Citizens' Election Program, please make an appointment with your Elections Officer to come in to submit your application. That way, we are ready and prepared to walk you through the process. We also recommend that you leave yourself extra time in case you need to follow up with any issues before your application can be submitted. For example, if you are seeking to apply for next Wednesday's deadline, you may want to make an appointment on Monday or the previous Friday so if there is anything you need to fix in order to complete your application, you have time to do that before the Wednesday deadline. We would also like to remind you to come in with an adequate buffer as not having an adequate one could delay your application from being approved for several weeks.



# NEWSLETTER



## CEP and eCRIS Trainings



Commission staff is continuing to offer trainings for candidates and treasurers interested in participating in the CEP. In addition to teaching the basics of the public financing program (CEP 1.0), this election cycle we are also offering a separate CEP training for more seasoned treasurers (CEP 2.0).

Staff will also continue to offer eCRIS trainings specific for General Assembly and statewide office committee treasurers. As electronic filing is now mandatory for all exploratory and candidate committees that raise or spend \$1,000 or more, new treasurers must be sure they are trained and ready to use eCRIS for the 2018 election cycle.

For dates on which we will be offering different subjects back-to-back, you may attend one or all sessions. To register, please visit our website and select the session you would like to attend.

Thursday, July 19 5:00pm-8:00pm	eCRIS (1hr) at 5:00 pm, CEP 1.0 (2hr) at 6:00 pm	SEEC 5 <sup>th</sup> Floor Conference Room
Thursday, August 2 9:00am-1:00pm	eCRIS (1hr) at 9:00 am, CEP 1.0 (2hr) at 10:00 am, CEP 2.0 (1hr) at 12:00 pm	SEEC 5 <sup>th</sup> Floor Conference Room
Thursday, August 16 5:00pm-8:00pm	eCRIS (1hr) at 5:00 pm, CEP 1.0 (2hr) at 6:00 pm	SEEC 5 <sup>th</sup> Floor Conference Room
Thursday, September 6 9:00am-1:00pm	eCRIS (1hr) at 9:00 am, CEP 1.0 (2hr) at 10:00 am, CEP 2.0 (1hr) at 12:00 pm	SEEC 5 <sup>th</sup> Floor Conference Room
Thursday, September 20 4:00pm-8:00pm	eCRIS (1hr) at 4:00 pm, CEP 1.0 (2hr) at 5:00 pm, CEP 2.0 (1hr) at 7:00 pm	SEEC 5 <sup>th</sup> Floor Conference Room

If you are unable to make an eCRIS training or would like a refresher on a particular subject, we also now offer a series of **online training videos** that you can watch on your own time. “Creating an account” and “How to reset your password” are available on our public website. Once you have an eCRIS account, you can access an additional 19 videos covering topics from adding a data entry operator to reporting expenses incurred but not paid, both when incurred and when paid off. The videos walk you through where to report specific information as well as the step by step process for creating a draft report and filing the report to the state.





# NEWSLETTER

## FILING TIP – How to Properly Report Reimbursements

There has been some confusion over how to properly report reimbursements requested and made.

When a committee worker or a consultant seeks a reimbursement, there must always be entries in two different sections of the form. If the payment has already been made to the committee worker or consultant at the time of filing, the payment to them should be reported in Section N, "Expenses Paid by Committee" (for General Assembly and statewide office candidate committees), listing the name of the committee worker or consultant as the payee and using the purpose of expenditure code, "RMB." You must then detail what they were reimbursed for in Section R, "Itemization of Reimbursements and Secondary Payees," which includes listing the name of the vendor they paid, the relevant purpose of expenditure code (for example, if they are being reimbursed for a payment they made for a mailer, the code would be "A-DM" in this section), and a description of their purchase.

If, at the time of filing, you have not yet completed the reimbursement, you must report it as an expense incurred in Section Q, "Expenses Incurred by Committee but Not Paid During this Period." You will still make entries in two sections in this scenario – Section Q to report the expense incurred and Section R to report what the committee worker or consultant is being reimbursed for. Once you have paid off the expense incurred in a subsequent filing, you will report that payment in Section N. You do not need to report a second time in Section R. You will, however, also need to reduce the amount reported in Line 29, Column A of the Review Totals page accordingly so that the expense is removed from overall outstanding expenses still owed. For example, if the only expense incurred that you have reported to date is a \$100 payment owed to a committee worker for a reimbursement, then Line 29, Column A of the Review Totals page will display \$100. If you have paid off that expense incurred in this filing, you will manually change the \$100 on that line to \$0 in eCRIS.

Reimbursements sought by the candidates themselves are reported somewhat differently. Sections N and Q are still used, depending on whether they have been paid or are still owed for the applicable report. However, what they are being reimbursed for gets itemized not in Section R but in Section O, "Expenses Paid by Candidate." In this section, you will report *who* they paid, *when*, and for *what*. You will check "Yes" to the question, "Is Reimbursement Claimed?"

The parameters outlined above also apply to party committees, political committees, and judge of probate candidate committees. Do note that their form has different section letters but comparable sections (Sections P, R, T, and Q respectively).





# NEWSLETTER

## Weekly Supplemental Filings Set to Begin for Most Primary Participants

Every statewide office and General Assembly candidate committee in a primary in which there is at least one candidate participating in the CEP must file weekly supplemental statements with the Commission beginning with the second Thursday following the July quarterly filing through the Thursday before the primary. The deadlines are as follows:

Name of Report	Period Covered	Filing Deadline
First Weekly Supplemental Primary	07/01/18 – 07/17/18	07/19/18
Second Weekly Supplemental Primary	07/18/18 – 07/24/18	07/26/18
Third Weekly Supplemental Primary	07/25/18 – 07/31/18	08/02/18
Final Weekly Supplemental Primary	08/01/18 – 08/07/18	08/09/18

## REMINDER

### 24-Hour Independent Expenditure Reporting

The Commission reminds committees, groups, and individuals seeking to make independent expenditures for General Assembly and statewide office candidates in excess of \$1,000 that we are now in the period in which such expenditures, whether made or incurred, must be reported within 24 hours.

For more information, please see our webpage on independent expenditure reporting or give us a call at 860-256-2940.



## July Quarterly Filing Due Tuesday, July 10, 2018

The filing period for the July quarterly report (July 10 Filing) commenced July 1, 2018 and ends July 10, 2018. All state central committees, town committees, political committees, and candidate and exploratory committees must file this report regardless of financial activity. The filing must cover the period starting with the first day after the period covered by the last filing, which is April 1, 2018 for many, through June 30, 2018. CEP Campaigns – if you have submitted an initial or additional itemized statement accompanying grant that covers the period through June 30, 2018 and have submitted it on or before July 10, 2018, you do not need to submit a July quarterly report.



# NEWSLETTER

## Staff Spotlight

The Commission and staff are pleased to welcome Alfonso Vazquez as a Legal Investigator in the Enforcement Unit.

The Commission and staff wish to congratulate Accounts Examiner Karen Moreira, Accounts Examiner Ergys Guni, and Elections Officer Sarah Clark who all recently welcomed daughters into their families.

Finally, we congratulate Accounts Examiner Matt Lombardi on his recent wedding.

## CONTACT US

**SEEC Main Line:**

860-256-2940

Email: [seec@ct.gov](mailto:seec@ct.gov)

**SEEC Candidate Services Unit:**

860-256-2985

Email: [public.finance@ct.gov](mailto:public.finance@ct.gov)

**SEEC Compliance Unit:**

860-256-2925

Email: [seec.compliance@ct.gov](mailto:seec.compliance@ct.gov)

**eCRIS Help Desk:**

860-256-2930

Email: [seec.ecris.info@ct.gov](mailto:seec.ecris.info@ct.gov)

## Farewell to Commissioner Stankevicius

Commissioner Patricia Stankevicius recently completed her time with the Commission, having served for nine years. Andrew Cascudo has been appointed as her replacement with his term commencing July 2018. We thank Commissioner Stankevicius for her dedicated years of service and wish her well, and welcome Commissioner Cascudo.